

**City of Lowell**  
**Job Posting**  
**Please Post: August 17, 2016**  
**Deadline: August 31, 2016**  
**Department of Public Works**  
**Parks Division**  
**Working Foreman / MEO III - Specialist/Laborer**

**Job Title:** Working Foreman MEO III- Specialist/Laborer (2000-15, 2309)  
**Department:** Parks and Cemeteries Division  
**Reports To:** Commissioner of Parks and Recreation, Division Heads, Assistant Supr. Of Parks  
**FLSA Status:** Non-exempt  
**Union Status:** AFSCME 1705  
**Salary:** \$18.8738 (min) to \$22.7870(max);  
Reports to/assigned to Cawley Stadium;  
Work schedule: Monday-Friday- 2PM-10PM; 5% shift differential

**SUMMARY**

Operates all motor equipment including trucks with a capacity of over 9 tons, tractors, semi-trailers, truck trailer combinations, graders, bulldozers, skidloaders, rollers, huff loaders, backhoes, and all other motor equipment as assigned by Department Head, Division Heads.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Operates equipment of a lower level of difficulty as assigned.

Greases, oils, cleans and performs minor preventative maintenance on equipment operated.

Performs unskilled laboring duties such as digging holes, shoveling, policing litter and debris, cutting grass, planting shrubs and trees, shoveling/plowing snow, paving and resurfacing of sidewalks and streets, etc.

Performs other job related duties as assigned Department Head, Division Heads.

**SUPERVISORY RESPONSIBILITIES**

Directly supervises up to 15 employees in the Parks & Recreation Dept. and Cemeteries (includes Seasonal workers). Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

The requirements listed below are representative of the knowledge, skill, and/or ability required.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE**

Two years of related experience and training.

**LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively to subordinates in clear, understandable means.

**MATHEMATICAL SKILLS**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

**REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**DRIVER'S LICENSE**

Must have a valid and current Commercial Driver's License Class I, Hydraulic Safety Certificate with related options as issued by the Mass. Department of Public Safety. Good driving history.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee is occasionally required to sit. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to outside weather conditions. The employee is frequently exposed to moving mechanical parts. The employee is occasionally exposed to high, precarious places; fumes or airborne particles; toxic or caustic chemicals; risk of electrical shock; and vibration. The noise level in the work environment is usually loud.

***Position is subject to DOT regulations regarding Drug and Alcohol testing.***

The City of Lowell is a drug and smoke free employer and requires a physical with drug screen and CORI, post offer.

***Qualified individuals may send resume and/or application to the Human Relations Office, Room 19 ~ City Hall, Lowell, MA 01852 by 4:00 PM: Deadline ~ August 31, 2016.***

***Applicants may also fax resume and/or application to 978-446-7102 or email to [cityjobs@lowellma.gov](mailto:cityjobs@lowellma.gov)***

***EOE/AA/504 Employer***